

Index Title: Changes to the **COP Guidelines** training requirements

To: Area Administrators / Human Services Area Coordinators
Bureau Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
County Community Options Program Coordinators
Licensing Chiefs / Section Chiefs
Tribal Chairpersons / Human Services Facilitators

From: Sinikka Santala
Administrator

Subject: Changes to the **COP Guidelines** training requirements

Document Summary

The COP Guidelines are revised to require new care managers to complete, within six months of hire, the new and recently issued LTS Orientation training packet instead of attending the LTC COP Core Course.

This memo is to inform you of recent changes made to the initial training requirements in the **Community Options Program (COP) Guidelines**. The required Long-Term Care (LTC) COP Core Course has been replaced with a county administered Long-Term Support Orientation training packet. The Bureau of Long-Term Support compiled and developed this multi-media training package that lead agencies for the COP program can provide to new care managers utilizing COP funding. This training provides an overview of the LTC system in Wisconsin and is a good foundation for other required trainings such as Waiver Basics. Upon completion, this training will provide up to eight continuing education hours.

This change was initiated as a result of feedback received from county staff in trying to meet these training requirements. It is anticipated that this training packet will complement existing county orientation and training for new care managers working in long-term support. This new format also eliminates new staff having to wait for the course to be offered and the costs associated with attending the training. Each county has received at least one copy of the LTS Orientation binder.

The timeframe for completing this training has been changed as well and reflects recommendations provided by the Wisconsin County Human Services Association (WCHSA.). Previously, care managers were required to attend the COP Core Course within one year of hire. The new requirement is to complete the LTS Orientation packet within six months of hire.

Attached are the COP Guidelines replacement pages, V-1 through V-4, to reflect the changes to E.1. and b. only as described above. Please share this memo with those in the agency who have a copy of the COP Guidelines.

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Human Services Area Coordinators – LTS

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Attachment - COP Guidelines replacement pages